Succeeding in Fall 2020 Classes

As you prepare for classes in Fall 2020, please read this document that we've drafted for you.

Before the Semester
- If you have questions about the classes, feel free to contact the instructor via email. You should be able to find their email address on the department's directory.
- Be in touch with your academic advisor. Plan to meet with them in advance.
- Preview Canvas classes and syllabi early, if available.
  - Look for certain things, such as due dates, workload, books to order, etc.
- Order your books from the bookstore. Even if you don't have access to the syllabus, the bookstore will have on file the books you need to order.
- Read the syllabus or email your instructor to see what technology, such as a computer, camera, or microphone, you might need for the semester.
- Consult the Student Toolkit for more information on career advice, financial aid, registrar, and other campus resources.
- When you register for classes on Oasis, you'll notice that the classes have different codes. Consult the chart below for more information. If you still have questions, feel free to email your instructor for more information.

USF Instructional Methods			
Classroom 1-49%* (CL)	**Hybrid Blend 50-79%* (HB)**	**Primarily Distance Learning 80-99%* (PD)**	**All Online 100% (AD)**
Less than 50% of course delivered online.	50-79% of course delivered online, course meets face-to-face (in person) on specified days and times	80-99% of course delivered online, minimal face-to-face (in person) requirements	Course fully online.
Classes meet face-to-face (in person) at specified times and days.	Hybrid (HB) courses include a blend of face-to-face (in person) meetings and online learning. Hybrid courses may be structured in a variety of ways. Instructors may split classes to alternate who attends in person on given days/times. When not attending in person, students may be required to attend synchronous live online meetings or may be assigned independent learning activities.	Primarily Distance Learning has few face-to-face requirements. For example, exams, projects, presentations or site visits may be in person.	No required face-to-face (in person) meetings.
		Is my course Synchronous or Asynchronous? **Synchronous-**"live" online meetings during designated days & times **Asynchronous-** meetings are online only, no live day/time requirements If your course has days/times listed in one of these formats, assume you have synchronous meetings during indicated periods.	

All students must comply with university policies and posted signs regarding COVID-19 mitigation measures, including wearing face coverings and maintaining social distancing.

During the Semester
Be disciplined
- Set a schedule and stick to it – you might not have weekly assignments and might feel tempted to procrastinate - this will only increase your stress at a later point.
- Make sure that you attend your first class or complete the designated assignment for First Day Attendance.
- Complete the online assignments even if you attend class.
- Resist the temptation to not attend the face-to-face class (on the days you are allowed).
- Do not wait for the last minute to submit an assignment or to try to log in synchronous meetings.
- Embrace that you have the most responsibility for your learning.
- For more information, review the Student Study Skills resource.

- Make sure that you're complying with USF's policies about [face coverings and social distancing](#).

Be proactive

- Visit your instructor's office hours. They are an opportunity for you to meet with your instructor and ask them questions you may have about the course content or assignments.
- Don't be afraid to reach out to your instructor (and talk about your progress in the class, for instance).
- Participate more than you would be inclined in a regular class.
- Try to get to know your classmates.
- During group work, actively contribute and be a productive team player.
- Make a list of the all resources available to you (from tutoring to IT help).

Take care of yourself

- Talk to your professor about your struggles with the class format or with the material.
- Schedule tutoring sessions.
- Take breaks from staring at a screen.
- Do not ignore your mental health and [consult a counselor](#) if needed.

Technology for the Semester
- Make sure you understand the technology:
    - Read the [Canvas guide](#).
    - Read the [students' guide to Microsoft Teams](#).
- Do not feel embarrassed to ask for help from your instructor or [IT](#).
- Use headphones when you are attending synchronous meetings.